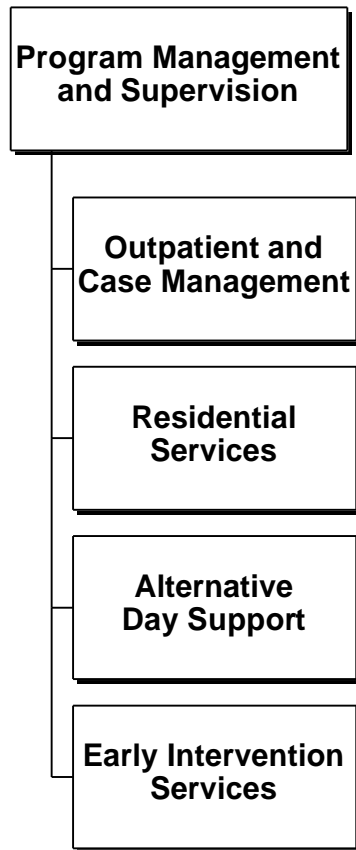


MENTAL RETARDATION SERVICES



FUND 106-40

CSB MENTAL RETARDATION SERVICES

Agency Position Summary

151	Regular Positions	/	150.5	Regular Staff Years
6	Grant Positions	/	5.5	Grant Staff Years
157	Total Positions	/	156.0	Total Staff Years

Position Detail Information

PROGRAM MANAGEMENT/SUPERVISION

1	Director of MR Programs
2	MR Specialists V
1	MR Specialist IV
1	MR Specialist III
2	MR Specialists II
1	MH Therapist IV
1	Volunteer Services Coordinator II
1	Administrative Assistant III
3	Administrative Assistants II
1	Administrative Assistant I
14	Positions
14.0	Staff Years

OUTPATIENT AND CASE MANAGEMENT SERVICES

1	MR Specialist V
5	MR Specialists III
22	MR Specialists II
11	MR Specialists I
1	Management Analyst I
40	Positions
40.0	Staff Years

RESIDENTIAL SERVICES

Group Homes

1	MR Specialist IV
3	MR Specialists III
11	MR Specialists II
51	MR Specialists I
66	Positions
66.0	Staff Years

Supervised Apartments

1	MR Specialist II
3	MR Specialists I
4	Positions
4.0	Staff Years

Sponsored Placements

1	MR Specialist II, PT
1	Position
0.5	Staff Year

ALTERNATIVE DAY SUPPORT

1	Manpower Specialist IV
5	Manpower Specialists II
6	Positions
6.0	Staff Years

EARLY INTERVENTION SERVICES

Early Intervention - Part C (Grant Positions)

5	MR Specialists II, 1 PT
5	Positions
4.5	Staff Years

Daytime Development Center

1	MR Specialist III
1	MR Specialist II
2	Physical Therapists II
2	Occupational Therapists II
4	Speech Pathologists II
1	Medical Social Worker
1	Administrative Assistant II
12	Positions
12.0	Staff Years

Early Intervention Office

1	MR Specialist V
2	MR Specialists III
3	MR Specialists II
1	MR Specialist I
1	Management Analyst I
8	Positions
8.0	Staff Years

(Grant Position)

1	MR Specialist II
1	Position
1.0	Staff Year

PT Denotes Part-Time Positions

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CSB MENTAL RETARDATION SERVICES

Agency Mission

To provide necessary management, clinical, and technical support in order to directly operate and monitor mental retardation services of the Fairfax-Falls Church Community Services Board.

Agency Summary					
Category	FY 2001 Actual	FY 2002 Adopted Budget Plan	FY 2002 Revised Budget Plan	FY 2003 Advertised Budget Plan	FY 2003 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	150/ 149	151/ 150.5	151/ 150.5	151/ 150.5	151/ 150.5
Grant	5/ 5	5/ 5	6/ 5.5	6/ 5.5	6/ 5.5
Expenditures:					
Personnel Services	\$8,856,126	\$9,436,346	\$9,512,095	\$9,936,299	\$9,936,299
Operating Expenses	2,111,433	2,173,930	2,623,648	2,135,041	2,135,041
Capital Equipment	0	0	0	0	0
Total Expenditures	\$10,967,559	\$11,610,276	\$12,135,743	\$12,071,340	\$12,071,340
Revenue:					
Fairfax County	\$7,177,368	\$7,425,095	\$7,820,382	\$8,081,602	\$7,706,602
Fairfax City	138,185	146,960	146,960	146,960	146,960
Falls Church City	74,736	73,820	73,820	73,820	73,820
State MHMRSAS	256,010	138,367	422,791	422,791	422,791
Federal Block Grant	62,086	45,000	45,000	45,000	45,000
Federal Other	609,119	626,046	936,576	651,096	651,096
Medicaid Waiver	1,448,576	1,489,153	1,448,576	1,448,576	1,448,576
Medicaid Option	852,368	1,013,159	892,541	852,368	1,227,368
Program/Client Fees	349,097	652,676	349,097	349,127	349,127
Miscellaneous Revenue	14	0	0	0	0
Total Revenue	\$10,967,559	\$11,610,276	\$12,135,743	\$12,071,340	\$12,071,340

Summary by Cost Center					
Category	FY 2001 Actual	FY 2002 Adopted Budget Plan	FY 2002 Revised Budget Plan	FY 2003 Advertised Budget Plan	FY 2003 Adopted Budget Plan
Program Management and Supervision	\$990,044	\$1,050,281	\$1,036,124	\$1,118,389	\$1,118,389
Outpatient and Case Management	2,176,215	2,325,315	2,355,315	2,456,455	2,456,455
Residential	5,456,136	5,813,577	5,797,734	5,963,640	5,963,640
Alternative Day Support	294,920	347,835	347,835	364,421	364,421
Early Intervention-Part C	2,050,244	2,073,268	2,598,735	2,168,435	2,168,435
Total Expenditures	\$10,967,559	\$11,610,276	\$12,135,743	\$12,071,340	\$12,071,340

Board of Supervisors' Adjustments

The following funding adjustments reflect all changes to the FY 2003 Advertised Budget Plan, as approved by the Board of Supervisors on April 29, 2002:

- ◆ The Board of Supervisors made no changes to the FY 2003 Advertised Budget Plan.

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CSB MENTAL RETARDATION SERVICES

The following funding adjustments reflect all approved changes to the FY 2002 Revised Budget Plan from January 1, 2002 through April 22, 2002. Included are all adjustments made as part of the FY 2002 Third Quarter Review:

- ◆ Various internal funding adjustments and alignments between CSB agencies have been included to reflect updated expenditure needs for the remainder of FY 2002. These adjustments result in an increase of \$214,937 in Mental Retardation Services.

County Executive Proposed FY 2003 Advertised Budget Plan

Purpose

Mental Retardation Services provides direct services to individuals with mental retardation and/or autism as well as oversight of services provided by private vendors under contract through the Mental Retardation Contracts budget. Direct service delivery includes case management, early intervention services, residential services, and job placement services. In addition, this agency provides management support to all Mental Retardation programs (both directly operated and contractual), technical support to contractual programs, and training for both Mental Retardation staff and staff of contracted private vendors.

Services provided in the following Mental Retardation Services Cost Centers include:

- *Program Management and Supervision* - training, support services, and contract management.
- *Outpatient and Case Management Services* - a clinical unit providing case management services as well as emergency services to individuals in immediate need of assistance.
- *Residential Services* - providing a variety of residential services including group home services, supervised apartments, sponsored placements, and family support.
- *Alternative Day Support* - a program dedicated to finding job placements for individuals and to provide other meaningful day services.
- *Early Intervention Services* - providing services to infants and toddlers with disabilities and their families.

Key Accomplishments

- ◆ In FY 2001, Case Management served 1,546 individuals, 450 of whom received Medicaid funded case management.
- ◆ Management of the Medicaid Waiver Waiting List slot assignments reverted to the CSBs as of September 15, 2001. Case Managers reviewed the information on 274 persons on the existing Medicaid Waiver waiting list and revised it to reflect the new State criteria for "Urgent" and "Non-Urgent" categories, and then forwarded the information to the State.
- ◆ Beginning in September 2000, Case Managers began grief-counseling sessions for individuals receiving services. A support group for parents whose adult children were moving into a group home was designed and facilitated.
- ◆ Sixteen people were funded as emergencies through Medicaid Waiver in FY 2001.

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CSB MENTAL RETARDATION SERVICES

- ◆ Early Intervention Services continued to focus on supports that enhance the ability to serve families and children in the community in the context of their unique learning needs.
- ◆ Early Intervention Services completed an internal study of quality and compliance with Federal regulations.
- ◆ Early Intervention developed an outreach video in collaboration with families and the Fairfax County Communications' Productions Division. The video was shown on Channel 16's County Magazine show and has been a tool for public awareness events.
- ◆ Early Intervention continued its outreach activities by hosting a booth on Children's Avenue at the Fairfax Fair and participating in a regional outreach workshop for nurses hosted by Inova.
- ◆ Early Intervention developed a community-based resource guide to respite services for families and community agencies. Through a collaborative contract with The Arc of Northern Virginia, a website was developed to connect families with community resources.
- ◆ CSB led and completed an RFP process to establish multiple-year contracts with providers of day support and vocational services. The process was multi-jurisdictional to improve efficiency of the process for both vendors and participating jurisdictions.
- ◆ Acquired additional State funds providing necessary financial assistance through the Family Support Program. A committee of family members recommends policy changes and decides on unusual requests for reimbursement from the program. The program is easy to use, sensitive to cultural preferences, and responsive to the needs of care-giving families. In FY 2001, over \$170,000 was spent to support 190 individuals and their families through the program.
- ◆ Began renovations on two relocated directly-operated group homes to provide full accessibility for the individuals who live there.

FY 2003 Initiatives

- ◆ Place additional emphasis on the case management component of services for the special education graduates of the Fairfax County Public Schools. Without the continuity provided by effective case management services, students may experience regression that could later require more intensive services.
- ◆ Case management will continue to review Medicaid program requirements and changes in regulations. Case management will be completing required documentation to add eligible clients to the Medicaid Waiver waiting list. Slot assignments and re-assignments will be managed by case management staff to determine priority for available slots. There are 415 persons who currently receive Medicaid Waiver services. In addition, 22 persons have been identified by State training centers as ready for discharge through Medicaid Waiver. A change in discharge planning protocol reflected in the State Performance contract now requires active involvement by case managers with 167 persons in State facilities. Case managers attend annual meetings, complete discharge plans, review and manage case records, and move persons from State training centers into community homes as appropriate placements become available.
- ◆ The Respite Task Force plans to continue to advocate for increased respite services to families in their own homes and for facility-based services for children.
- ◆ Mental Retardation Services is working on a grant project with The Arc of Northern Virginia and Service Source, the fiscal intermediary, on a program to enhance self-determination for this population in this region. Individuals participating in this project have the authority over financial resources in deciding what resources are needed, how they will be implemented, and by whom.

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CSB MENTAL RETARDATION SERVICES

Performance Measurement Results

The Performance Measures that have been developed by the Office of Mental Retardation Services provide a tool that can be used to assess the effectiveness of the broad range of service programs that are provided to the citizens of Fairfax County. These indicators are used to evaluate the operations of programs across all Cost Centers and include Contract Agency Services. For FY 2001, 80 percent of the indicators met or exceeded the goals, while the majority of the rest were very close to the stated targets, indicating that the programs are operating effectively and meeting the needs of the people who are receiving services.

Funding Adjustments

The following funding adjustments from the FY 2002 Revised Budget Plan are necessary to support the FY 2003 program:

- ◆ An increase of \$444,491 in Personnel Services associated with salary adjustments necessary to support the County's compensation program.
- ◆ A decrease of \$293,957 in Operating Expenses not required in FY 2003 as a result of the one-time carryover of expenditures.

The following funding adjustments reflect all approved changes in the FY 2002 Revised Budget Plan since passage of the FY 2002 Adopted Budget Plan. Included are all adjustments made as part of the FY 2001 Carryover Review and all other approved changes through December 31, 2001:

- ◆ As part of the FY 2001 Carryover Review, an increase of \$310,530 was included to reflect the carryover of unexpended funds and to continue the workload associated with existing grant awards. The increase in grant awards was sufficient to add 1/0.5 SYE merit-grant position in the Early Intervention Part C program that will serve as a family resource coordinator. Acceptance of these funds required no local funding match.



Program Management and Supervision

Goal

To provide services to individuals with mental retardation in order to promote personal health, safety, and welfare, and to ensure sound fiscal management and distribution of resources.

Cost Center Summary					
Category	FY 2001 Actual	FY 2002 Adopted Budget Plan	FY 2002 Revised Budget Plan	FY 2003 Advertised Budget Plan	FY 2003 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	14/ 13.5	14/ 14	14/ 14	14/ 14	14/ 14
Total Expenditures	\$990,044	\$1,050,281	\$1,036,124	\$1,118,389	\$1,118,389

Objectives

- ◆ To provide direction and management support to Mental Retardation programs so that 80 percent of program performance indicators (service quality and outcome) are achieved.

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CSB MENTAL RETARDATION SERVICES

Performance Indicators

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 1999 Actual	FY 2000 Actual	FY 2001 Estimate/Actual	FY 2002	FY 2003
Outcome:					
Percent of mental retardation program performance indicators (service quality and outcome) achieved	50%	75%	80% / 80%	80%	80%



Outpatient and Case Management

Goal

To provide service coordination and behavior management consultations to individuals with mental retardation in order to maximize independence in the community.

Cost Center Summary					
Category	FY 2001 Actual	FY 2002 Adopted Budget Plan	FY 2002 Revised Budget Plan	FY 2003 Advertised Budget Plan	FY 2003 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	39/ 39	40/ 40	40/ 40	40/ 40	40/ 40
Total Expenditures	\$2,176,215	\$2,325,315	\$2,355,315	\$2,456,455	\$2,456,455

Objectives

- ♦ To support individuals' self-sufficiency in the community by ensuring that 92 percent of individual service plan objectives are met.

Performance Indicators

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 1999 Actual	FY 2000 Actual	FY 2001 Estimate/Actual	FY 2002	FY 2003
COST CENTER: OUTPATIENT AND CASE MANAGEMENT					
Output:					
Individuals served	1,129	1,080	940 / 1,546	1,038	1,038
ACTIVITY: CASE MANAGEMENT					
Output:					
Individuals served	1,097	933	940 / 1,546	1,038	1,038
Efficiency:¹					
Annual cost per individual served	\$1,397	\$760	\$880 / \$776	\$1,118	\$894
Service Quality:					
Percent of individuals satisfied with case management services	93%	96%	90% / 89%	90%	90%

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CSB MENTAL RETARDATION SERVICES

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 1999 Actual	FY 2000 Actual	FY 2001 Estimate/Actual	FY 2002	FY 2003
Outcome:					
Percent of individual case management service plan objectives which are met	92%	94%	92% / 98%	92%	92%

¹ Beginning with the FY 2000 Actual, the efficiency indicator reflects the net cost to the County.



Residential Services

Goal

To provide residential services to individuals with mental retardation in order to maximize independence in the community.

Cost Center Summary					
Category	FY 2001 Actual	FY 2002 Adopted Budget Plan	FY 2002 Revised Budget Plan	FY 2003 Advertised Budget Plan	FY 2003 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	71 / 70.5	71 / 70.5	71 / 70.5	71 / 70.5	71 / 70.5
Total Expenditures	\$5,456,136	\$5,813,577	\$5,797,734	\$5,963,640	\$5,963,640

Objectives

- ♦ To achieve 50 percent of individual residential service plan objectives related to community living skills.

Performance Indicators

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 1999 Actual	FY 2000 Actual	FY 2001 Estimate/Actual	FY 2002	FY 2003
COST CENTER: RESIDENTIAL					
Output:					
Individuals served (not including Family Support Services)	101	99	95 / 90	85	85
ACTIVITY: GROUP HOMES					
Output:					
Individuals served	60	55	65 / 64	61	61
Efficiency:¹					
Cost per individual in Group Homes	\$60,741	\$43,371	\$44,411 / \$49,364	\$57,013	\$59,804
Service Quality:					
Percent of individuals who are satisfied with support services	81%	83%	80% / 84%	80%	80%

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CSB MENTAL RETARDATION SERVICES

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 1999 Actual	FY 2000 Actual	FY 2001 Estimate/Actual	FY 2002	FY 2003
Outcome:					
Percent of individual residential service plan objectives (related to community living skills) achieved	50%	53%	50% / 56%	50%	50%

¹ Beginning with the FY 2000 Actual, the efficiency indicator reflects the net cost to the County.



Alternative Day Support

Goal

To provide employment services to individuals with mental retardation in order to maximize self-sufficiency.

Cost Center Summary					
Category	FY 2001 Actual	FY 2002 Adopted Budget Plan	FY 2002 Revised Budget Plan	FY 2003 Advertised Budget Plan	FY 2003 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	6/ 6	6/ 6	6/ 6	6/ 6	6/ 6
Total Expenditures	\$294,920	\$347,835	\$347,835	\$364,421	\$364,421

Objectives

- ◆ To secure 37 job placements for individuals with mental retardation.

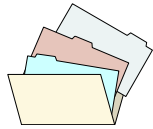
Performance Indicators

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 1999 Actual	FY 2000 Actual	FY 2001 Estimate/Actual	FY 2002	FY 2003
Output:					
Individuals served	155	124	149 / 134	149	160
Efficiency:¹					
Cost per person served	\$1,826	\$2,605	\$2,268 / \$2,201	\$2,334	\$2,278
Service Quality:					
Percent of individuals satisfied with placement	93%	92%	90% / 99%	90%	90%
Outcome:					
Placements secured	37	36	37 / 38	37	37

¹ Beginning with the FY 2000 Actual, the efficiency indicator reflects the net cost to the County.

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CSB MENTAL RETARDATION SERVICES



Early Intervention Services

Goal

To provide early intervention services to infants and toddlers with disabilities and their families to reduce or eliminate the effects of disabling conditions.

Cost Center Summary					
Category	FY 2001 Actual	FY 2002 Adopted Budget Plan	FY 2002 Revised Budget Plan	FY 2003 Advertised Budget Plan	FY 2003 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	20/ 20	20/ 20	20/ 20	20/ 20	20/ 20
Grant	5/ 5	5/ 5	6/ 5.5	6/ 5.5	6/ 5.5
Total Expenditures	\$2,050,244	\$2,073,268	\$2,598,735	\$2,168,435	\$2,168,435

Objectives

- ♦ To ensure that transition objectives, related to the child's movement from this early intervention program to the school program, are successfully met 95 percent of the time.

Performance Indicators

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 1999 Actual	FY 2000 Actual	FY 2001 Estimate/Actual	FY 2002	FY 2003
Output:					
Individuals served	879	933	950 / 1,094	1,000	1,000
Efficiency:¹					
Annual cost per individual (includes service coordination for all early intervention clients)	\$1,905	\$1,089	\$1,093 / \$1,162	\$1,503	\$1,359
Service Quality:					
Percent of families satisfied with early intervention services	90%	93%	90% / 92%	90%	90%
Outcome:					
Percent of transition objectives successfully implemented for children	100%	97%	95% / 94%	95%	95%

¹ Beginning with the FY 2000 Actual, the efficiency indicator reflects the net cost to the County.